



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY CLERK

CCLERK 12JUN 14M10:10

Mr./Ms./Mrs.

Name Domen Susan M.
(Last) (First) (Middle)

Resident of Burbank for 5 months ~~years~~

Burbank Registered Voter: Yes X ☒ No ☐

*****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.***

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
CSULB	BA Professional Studies	
Cerritos College	Business Administration	

Additional Pertinent Courses or Training: Please see attached

Other Pertinent Skills, Experience or Interests: Please see attached

Employment Information:

Present Occupation: Deputy City Clerk

Name of Firm: City of Burbank

Address: 275 East Olive Avenue, Burbank, CA 91502

Telephone: (818) 238-5851

Specify current or prior service on a City Board, Commission or Committee:

Please see attached

APPLICANT'S NAME: Susan M. Domen

List community activities in which you are involved:

Please See Attached

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

Please See Attached

What are your goals in serving as the City Clerk?

Please See Attached

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

Signature of Applicant

5/31/12

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

**Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502**

Additional Pertinent Courses or Training:

City Clerks Association of California: Nuts and Bolts 2003
California City Clerks Association: Annual Conference and Training 2005
Southern California City Clerks Association: General Law City vs. Charter City & Who the Heck was Roberts Anyway, and What About His Rules of Order? 2006
University of Wisconsin: Introduction to Parliamentary Procedure: Dynamics of Leadership 2006
Notary Public 2006
International Institute of Municipal Clerks: Annual Conference and Training 2006
ARMA: Records and Information Management: The Basic Elements 2007
ARMA: The Proposed Federal Rules One Year Later & the RIMs Role at Counsel Table 2007
University of California Riverside: Technical Track for Clerks, Series 300 March 2008
University of California Riverside: Technical Track for Clerks, Series 400 June 2008
University of California Riverside: Technical Track for Clerks, Series 100 September 2008
League of California Cities: City Clerk's New Law and Elections Seminar 2008
Southern California City Clerks Association: The Emerging City Clerk, Branding and Marketing our Profession in a New Era of Local Governance 2009
2010 Municipal Election Workshop November 2009
Orange County Chapter of ARMA: Electronic Records Training: Taking your RIM Program into Court, Program Compliance; Electronic Support – An Electronic Risk Control Plan; Interactive Mock Trial Session 2009
California City Clerks Association: Annual Conference and Training 2009
Continuing Education for Public Officials 2010
Southern California City Clerks Association: Crisis at City Hall: Planning Ahead Can Make the Difference 2010
ARMA: How to Develop a Document and Records Management Strategy 2010
ARMA: Achieving Information Compliance Through Consistency 2010
Notary Public 2010
Fair Political Practice Commission: Statements of Economic Interest and Campaign Filings 2010
California City Clerks Association: Annual Conference and Training 2010
International Institute of Municipal Clerks: Annual Conference and Training 2010
League of California Cities: City Clerk's New Law and Elections Seminar 2011
Los Angeles County Registrar-Recorder/County Clerk: Deputy Registrar Certification Training 2011
Los Angeles Valley College: Fundamentals of Supervision and Management 2011
International Institute of Municipal Clerks: Annual Conference and Training 2012
International Institute of Municipal Clerks: Study Abroad 2011
California State University, Long Beach: BA Professional Studies (Management, Business, Grant Writing courses) 2006-2008

Professional Memberships/Designations/Committees:

International Institute of Municipal Clerks (IIMC)
City Clerks Association of California (CCAC)
Southern California City Clerks Association
ARMA International
National Association of Parliamentarians
AIIM International
IIMC Records Management Committee 2010, 2011
IIMC Conference Committee 2010
IIMC International Relations Committee 2012
CCAC Audit Committee 2012
Certified Municipal Clerk
Notary Public

Specify current or prior service on a City Board, Commission or Committee:

While I have not had the pleasure of serving on a Board, Commission or Committee for the City, I fully believe in the importance of citizen participation in the workings of local government.

List community activities in which you are involved:

I have always believed in giving back to the community in which you live/work, and have done that in my former community. I moved to Burbank subsequent to my selection as Deputy City Clerk and since that time I have supported the Habitat for Humanity Project, Centennial Celebration and Relay for Life. I look forward to expanding my volunteer efforts in the near future and supporting Burbank's civic organizations and community groups.

The majority of my volunteer work was spent in a community that I previously lived and worked for:

Active Member of the Downey Rose Float Association from 1997 – Current:

President: 2009-2011

1st Vice President – Ways and Means: 2005-2009

Treasurer: 2002-2005

Secretary: 1999-2002

Mr. Downey Competition Director: 2006-2009

Miss Downey Pageant Director: 2006 – Current (Coordinate entire pageant and supervise 40-70 contestants each year)

Chaperone: 2007 – 2009

Downey Relay for Life:

Coordinate City Team (3 years)

Chaired and coordinated Luminaria Ceremony 2010

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

I have been employed in Municipal government for the past 11 years, 9 of those years I have worked in the City Clerk's office taking the necessary training to obtain my certification and being promoted to the position of Deputy City Clerk. I continue to take relevant training on current best practices and applicable laws pertinent to our office with the goal of obtaining my Master Municipal Clerk certification which I hope to achieve within the next year. I believe that the experience and knowledge I have obtained in every position I have held, either professional or voluntary, provides me with the technical skills and knowledge as well as leadership qualities to be the City Clerk.

What are your goals in serving as the City Clerk?:

My goals in serving as City Clerk are to continue to serve the members of the community and City staff with professional and efficient service by maintaining the highest standards of accuracy, transparency, neutrality and ethics. In addition, engaging the community with continued and expanded voter outreach efforts and broadening the understanding of the functions of the City Clerk's Office and municipal government in general.

Susan Domen

Summary of Qualifications

Skillful and dedicated Deputy City Clerk with extensive experience in the coordination, planning, and support of daily operational and administrative functions in the City clerk Department.

- ❖ Highly focused and results-oriented in administration of complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- ❖ Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- ❖ Proven track record of accurately completing research, reporting, information management, marketing and business-development efforts within budget requirements.
- ❖ Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling meetings, coordinating travel, and effectively managing all essential tasks.
- ❖ Project manager for implementation, training and administration of LaserFiche Document Imaging.
- ❖ Proficient in Microsoft Office System, QuickBooks, Microsoft Windows operating system, For the Record, Granicus, LaserFiche, Power Point, Adobe Photoshop, Adobe Professional and various other programs; type 60 wpm with accuracy.

Professional Experience

City of Burbank – Burbank, California

February 2011 – Current

Deputy City Clerk, Certified Municipal Clerk

Provide high-level administrative support to City Clerk. Prepare minutes; agenda; coordinate direct all municipal election processes; prepare and monitor departmental budget divisions of Services, Elections, Legal Advertising, and Records Management; process subpoenas, summons, appeals, claims and public records requests; administer oaths of office; and certify Proof of Life documents. Interactions with the public, all levels of staff and elected officials. Maintain and ensure all filings of the annual Statements of Economic Interests Forms and FPPC required campaign documents. Ensure office procedures, policies and technology are current and efficient.

Susan Domen

Page 2

City of Downey – Downey, California
Deputy City Clerk, Certified Municipal Clerk

July 2008 to February 2011

Provided high-level administrative support to the City Clerk. Prepared Council minutes; records management; contract management; agenda preparation; assisted in Election duties; managed departmental petty cash fund; performed notarizations, prepared and monitored departmental budget; and public records requests. Had interactions with the public, all levels of staff and elected officials. Assisted in coordination of City events, projects and advertising.

City of Downey – Downey, California
Secretary to the City Clerk

2003 – 2008

Provided high-level administrative support to City Clerk. Prepared Council minutes; records management; contract management; assisted in Election duties; managed departmental petty cash fund; prepared and monitored departmental budget; and public records requests. Had interactions with all levels of staff and elected officials.

City of Downey – Downey, California
Library Secretary

1993 – 2001

Served as Secretary to the City Librarian and Management Staff of three. Prepared Library Board minutes; records management; contract management; managed departmental petty cash fund; prepared and monitored departmental budget; and public records requests. Had interactions with all levels of staff and elected officials. Directed all Administrative and project support efforts. Developed presentations and scheduled all executive-level meetings and travel. Prepared bi-weekly time, expense and travel reports. Coordinated library volunteer events.

Advantage Saw Service – LaPuente, California
Office Manager/Bookkeeper

1993 – 2001

Provided administrative support and bookkeeping services for the firm. Oversaw a wide variety of administrative functions, supporting all director-level projects and information-management processes.

Display Max – Pickney, Michigan
Bookkeeper/Merchandiser

1993-2001

Provided administrative support and bookkeeping services for the firm as well as preformed merchandising duties that included overseeing crews to implement the job plan.



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Professional, Personal

Code of Ethics

Believing in freedom throughout the World, allowing increased cooperation between Municipal Clerks and other officials, nationally and internationally, I

Susan Domen

do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as Municipal Clerk;

To uphold constitutional government and the laws of my community;

To so conduct my public and private life as to be an example to my fellow citizens;

To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;

To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;

To record that which is true and preserve that which is entrusted to me as if it were my own; and

To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

These things I, as Municipal Clerk, do pledge to do in the interest and purposes for which our government has been established.

*This certificate granted by the authority of the
International Institute of Municipal Clerks.*

Attest:

Chris Shelby
IIMC Executive Director

Susan L. Morrow
IIMC President

International Institute of Municipal Clerks

Certifies that All of the Benefits of

Active Membership

have been bestowed upon

Susan Domen

August 2005

For exercising leadership in establishing
the professional precepts of this Organization:

Interest in progressive responsible Municipal Government

Involvement in public administration in Municipal Government

Moral dedication to the highest standards of ethics in Municipal Government

Commitment to professional development in the field of Municipal Government

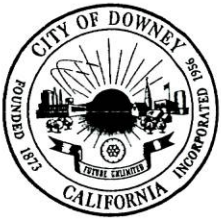


Founded 1947

Susan L. Morrow

IIMC President

Letters of Recommendation



City of Downey

FUTURE UNLIMITED

May 31, 2012

City Council
City of Burbank
275 E. Olive Avenue
Burbank, CA 91504

Dear City Council:

Please accept the following letter of recommendation for Susan Domen.

I have known Ms. Domen for eight years from 2004 through 2012 as a professional colleague. Ms. Domen is a highly qualified City employee. Since our time working together I have watched Ms. Domen obtain numerous promotions due to her quality of work and ethics. In the eight plus years with the city of Downey Ms. Domen went from the position of Secretary to Executive Secretary to the position of Deputy City Clerk. Ms. Domen consistently delivered a motivated and driven attitude towards her duties; city archives and records, coordinating elections, contract management, interacting with city personnel (at all levels) and interacting with the public on requests for City documents. Ms. Domen consistently showed extreme attention to detail which her position demands. Her inherent ability to work with people and the public proved to be an asset to our city government and to the citizens of our community.

Ms. Domen has obtained training and possesses a certification as a Municipal Clerk, which enabled her to assist in all aspects and functions of the City of Downey Clerk's office.

In addition to her assigned duties Ms. Domen always displayed a sincere heart for the community; she was a driving force of the success of the Downey Rose Float Association. Her leadership and willingness to give to the community resonated to those that came in contact with her.

If I may provide you with any further information in your consideration of Ms. Domen, please feel free to contact me.

Sincerely,

DOWNEY FIRE DEPARTMENT

Lonnie Croom, Fire Chief



CYNGOR TREF FRENHINOL CAERNARFON CAERNARFON ROYAL TOWN COUNCIL

Adeilad yr Institiwt,
Allt Pafiliwn,
Caernarfon. LL55 1AT

Institute Building,
Pavillion Hill,
Caernarfon. LL55 1AT

Clerc y Dref Katherine Owen Town Clerk

☎ (01286) 672 943
☎ 01286 676 392

✉ e-bost } clericydref neu/or townclerk
e-mail } @caernarfontowncouncil.gov.uk

Wefan/Website - www.caernarfontowncouncil.gov.uk

To whom it may concern,

PERSONAL REFERENCE

I am privileged to have met Susan Domen in the last twelve months. Our paths crossed when we both participated in the IIMC study tour in South Africa where we set out to enhance our knowledge and skills as clerks.

Within the first day it very quickly became apparent that Susan and I would be friends for life. Susan is a focused individual who knows what she wants to achieve in life and is always dedicated to anything she sets her mind to. Her warmth and honesty are simple examples of her caring characteristics.

Susan genuinely wanted to enhance her clerking skills by networking with as many other clerks as possible during the study tour, but whilst it was a very educational tour she also showed that she is a caring individual and very easy to mix with socially.

From numerous lengthy discussions with Susan it is clear that she is a driven individual. Determined to always do her best in any situation, she excels herself in the amount of community work she does which is a credit to her.

Individuals like Susan are few and far between, and I am certainly a better individual for having met her. Susan is a strong minded individual with a very caring side. She knows when to be focused but can also empathise when the need arises. Her manner is very approachable.

Personally I have only one regret from meeting Susan, and that is that we live on the other side of the world. I certainly look on Susan as a friend for life and I know we have already spoken about spending time with each other at work to further enhance our clerk roles.

I truly hope that anyone looking to employ Susan will see that she is a focused, intelligent individual with a heart of gold

Mrs Katherine Owen

Town clerk - Caernarfon Royal Town Council - Wales
Vice chairman of the Society of Local Council Clerks

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

P.O. BOX 82776, SAN DIEGO, CA 92138-2776
619.400.2400 WWW.SAN.ORG

May 31, 2012

City Council
City of Burbank
275 E. Olive Avenue
Burbank, California 91520

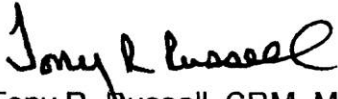
Dear Honorable City Council Members:

Please accept the following letter of recommendation supporting the appointment of Susan Domen as City Clerk of the City of Burbank.

I have known Ms. Domen for several years and have had the pleasure of serving with her on several committees of the International Institute of Municipal Clerks and the City Clerk's Association of California; which are professional non-profit association's that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members.

While working together, Ms. Domen has always shown a dedication to the profession of City Clerk and acted in accordance with the associations Code of Ethics. She is always willing to volunteer when needed to help the associations meet their goals.

Warm Regards,



Tony R. Russell, CRM, MMC
Director, Corporate Services,
Authority Clerk



SAN DIEGO
INTERNATIONAL
AIRPORT

May 31, 2012

City Council
City of Burbank
275 E. Olive Avenue
Burbank, CA 91504

Dear Mayor and Members of the City Council:

This letter is to recommend Susan Domen for the position of City Clerk with the City of Burbank.

I have worked at the City of Downey for nearly three years as the Director of Community Development. I have had the pleasure of working with Susan in her capacity as the Deputy City Clerk for about a year.

I recognized immediately that Susan was organized, efficient, and was willing to do whatever it took to get the job done. She held herself very professionally at our city council meetings and handled the daily pressures of dealing with five city council members well. Susan would be a valuable addition to any organization.

If you have any questions please feel free to contact me at (562) 904-7168 or via e-mail at bsaeki@downeyca.org.

Sincerely,

Brian Saeki

Brian Saeki
Director of Community Development

May 30, 2012

To Whom It May Concern:

I have worked at the City of Downey for nearly eight years as an Executive Secretary in Public Works, Economic Development, City Attorney's office, and Building & Safety. I have known Susan Domen for the past five years.

Susan is organized, efficient, and extremely competent and has an excellent rapport with her co-workers and the public she serves. She often volunteers for special projects and events at the city. I believe that her managerial and organization skills are under utilized and have often called upon her for professional and technical advice.

In summary, I highly recommend Susan for any position or endeavor that she may seek or pursue. She will be a valuable asset for any organization.

If you have any questions, please do not hesitate to contact me at (562) 904-7142.

Sincerely,

Kim Sodetani
Executive Secretary
Building & Safety Division

January 6, 2010

To Whom It May Concern:

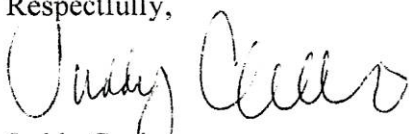
It is my pleasure to write this letter of recommendation for Susan Domen, as I feel she is an excellent and qualified candidate for the position of Deputy City Clerk with the City of Burbank.

I have had the opportunity to work with Susan for a little over three years now and I can honestly say she is fully ready and capable of taking on the position of Deputy City Clerk. Currently as a Deputy City Clerk with the City of Downey, Susan oversees City archives and records, coordinates elections, interacts with personnel on all levels and assists the public with requests for City documents and information. She has also attended training and received her Certification as a Municipal Clerk.

Susan possesses strong work ethics, great organizations skills and superior leadership character. One of Susan's greatest assets is her willingness to help others, whether it's a concerned resident or City staff, Susan is there to lend a hand. Her determination to get the job done on time is also one of her strongest qualities. She meets deadlines, even under stressful circumstances, and that is a quality that every employee should have. Susan exemplifies integrity, dedication and assertiveness, all which clearly make her stand out in the crowd.

I certainly recommend Susan for the position of Deputy City Clerk and I am sure she will exceed your expectations and be a tremendous asset to you organization. Please feel free to contact me with any questions at 562-904-1895.

Respectfully,

A handwritten signature in black ink, appearing to read "Juddy Cenicerros", written in a cursive style.

Juddy Cenicerros
City of Downey
562-904-1895



City of Downey

FUTURE UNLIMITED

CITY COUNCIL

MAYOR

Dr. MARIO A. GUERRA

MAYOR PRO TEM

ANNE M. BAYER

COUNCIL MEMBERS

LUIS H. MARQUEZ
ROGER C. BROSSMER
DAVID R. GAFIN

CITY MANAGER

GERALD M. CATON

CITY CLERK

KATHLEEN L. MIDSTOKKE

April 2, 2009

International Institute of Municipal Clerks
8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730

RE: **Susan Domen – CMC Designation**

Dear Sirs and/or Madams:

Please consider this a letter of sponsorship for Susan Domen, Deputy City Clerk of the City of Downey, California, to be awarded the designation of Certified Municipal Clerk.

I have known and worked with Ms. Domen for over eight years and find her to possess the qualities becoming of a Certified Municipal Clerk. Most notably she maintains the public trust, honesty and skills necessary for her position.

I am a long standing Municipal Clerk member of IIMC. If you have any questions, please feel free to call me at (562) 904-7280.

Very truly yours,

Kathleen L. Midstokke, CMC
City Clerk

/klm

Educational Certificates

City Clerks Association of California Certificate of Completion

This Certifies that:

Susan Domen
Executive Secretary - Downey

Completed an Education Program offered by the
City Clerks Association of California
Held on October 2 and 3, 2003, in Brea, California

Program Name: Nuts & Bolts

Lee Price

Lee Price, Professional Development Director, Southern Division
City Clerks Association of California

By signing below, I certify that I attended 12.25 hours in the above referenced program.

10/20/03

Certificate of Attendance

Susan Domen, Secretary to the City Clerk

is eligible to receive one (1) point for Certified Municipal Clerks Certification or
one (1) point for Master Municipal Clerks Certification or
six (6) hours towards recertification
for attending and participating in the Focus Education held on March 24, 2006, Palm Springs, CA

"GENERAL LAW CITY VERSUS CHARTER CITY"

AND

"WHO THE HECK WAS ROBERTS ANYWAY, AND WHAT ABOUT HIS RULES OF ORDER?"

Presented this 24th day of March, 2006 by the Southern California City Clerks Association:

Marie Macias
Marie Macias, President SCCCA

Dorothy L. Chouinard
Dorothy L. Chouinard, 2nd Vice President

3/24/06
(Date)



National Association of Parliamentarians®

213 South Main Street • Independence, Missouri 64050-3850
Phone 816.833.3892 • FAX 816.833.3893 or 816.833.3413 • Email: hq@nap2.org
Website: www.parliamentarians.org

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jn-williams@prodigy.net

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Wichita, KS 67206-1118
316-684-4150
AnnRempel@aol.com

Sarah Nieft
Executive Director
213 South Main Street
Independence, MO 64050-3850
816.833.3892
hq@nap2.org

May 3, 2006

Susan Domen

Dear Ms. Domen:

Congratulations on your successful completion of the University of Wisconsin-Extension Independent Learning Course, *Introduction to Parliamentary Procedure: Dynamics of Leadership*. In addition to your University certificate of completion and 14 continuing education credits, you have qualified for membership -- without further testing -- in the National Association of Parliamentarians (NAP).

To become a member, complete the enclosed membership application and send it to NAP along with one check payable in U.S. Funds to NAP for your national dues of \$62 and your California Association dues of \$20 or \$25 if you will be a Member-at-Large. *Your application should be submitted to NAP within one year from the date of this letter to qualify for the test waiver.* As soon as we receive these items, your new membership materials will be sent to you and your subscription to the **National Parliamentarian** will begin.

I am providing you with the name of your California Association president, whom you may contact for assistance in connecting with local parliamentary members in your area:

David C. Mezzera, President
California State Association
308 El Camino Real
Vallejo, CA 94590
Phone: 707-552-2900
E-Mail: DaMezz@worldnet.att.net

We look forward to your membership in NAP. Please contact me if you have any questions.

Sincerely,


Sarah Nieft
Executive Director

Enclosure





Greater Los Angeles Chapter

Your Local Network for Records and
Information Management Professionals

Chapter Meeting Certificate of Attendance

Awarded to

Susan Domen

for attending

***The Proposed Federal Rules One Year Later &
the RIM's Role at Counsel Table
September 19, 2007***

Attendee is eligible to receive the following education credits:
1 Hour MCLE Credit/5 CMC Point

John Isaza

John Isaza, President

Michael Huff

Michael Huff, Vice President

Maureen Kane

& ASSOCIATES, INC.

March 16, 2008

Susan Domen
Secretary to the City Clerk
City of Downey
11111 Brookshire Ave
Downey, CA 90241

(951) 789-8319
E-MAIL: MKANE92506@AOL.COM
POST OFFICE BOX 52355
RIVERSIDE, CALIFORNIA 92517

Dear Susan,

This is to confirm your successful completion of TTC (Technical Track for Clerks) Series 300 held March 11-14, 2008 at the University of California Riverside. The courses listed below are designated either A or B classification for IIMC purposes and reflect 27 hours of participation.

TTC: Series 300

"A" Courses

- 301 Municipal Clerk Profession: 3 hours**
- 302 Meeting Administration: 2 hours**
- 303 Records Management: 4 hours**
- 305 Supervising Employees: 2 hours**
- 304 Budgeting and Accounting: 1 hour**
- 306 General Law: 2 hours**

Total "A" Courses: 14 hours

"B" Courses

- 307 Negotiation Skills: 4 hours**
- 308 Communication Writing Skills: 4 hours**
- 309 Ethics of Profession: 3 hours**
- 310 Diversity in Organizations: 2 hours**

Total "B" Courses: 13 hours

It is an honor to provide professional and personal training to Municipal Clerks. I hope you enjoyed the experience as much as I enjoyed having you participate in the program.

Sincerely,



Maureen K. Kane
Institute Director

Maureen Kane

& ASSOCIATES, INC.

July 1, 2008

Susan Domen
City Clerk Secretary
City of Downey
1111 Brookshire Avenue
Downey CA 90241

(951) 789-8319

E-MAIL: MKANE92506@AOL.COM

POST OFFICE BOX 52355

RIVERSIDE, CALIFORNIA 92517

Dear Susan,

This letter is to confirm your successful completion of TTC (Technical Track for Clerks) Series 400 held June 3-6, 2008 at the University of California Riverside. The courses listed below are designated either A or B classification for IIMC purposes and reflect 27 hours of participation.

TTC: Series 400

"A" Courses

402	Political Reform Act	3 hours
403	Initiative, Referendum and Recall	4 hours
404	Mechanics of Conducting Elections	4 hours
405	Election Technology and Systems	4 hours
407	The Clerk as a Professional Model	5 hours

Total "A" Courses: 20 hours

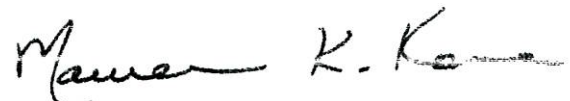
"B" Courses

401	Personal Ethics	3 hours
406	Public Speaking/ Making Presentations	4 hours

Total "B" Courses: 7 hours

It is an honor to provide professional and personal training to Municipal Clerks. I hope that you enjoyed the experience as much as I enjoying having you participate in the program.

Sincerely,



Maureen K. Kane
Institute Director

Maureen Kane

& ASSOCIATES, INC.

(951) 789-8319

E-MAIL: MKANE92506@AOL.COM

POST OFFICE BOX 52355

RIVERSIDE, CALIFORNIA 92517

September 9, 2008

Susan Domen
Deputy City Clerk
City of Downey
11111 Brookshire Avenue
Downey, CA 90241

SEP26 08 11:06AM

Dear Susan,

This is to confirm your successful completion of TTC (Technical Track for Clerks) Series 100 held September 2-5, 2008 at the University of California Riverside. The courses listed below are designated either A or B classification for IIMC purposes and reflect 27 hours of participation.

TTC: Series 100

"A" Courses

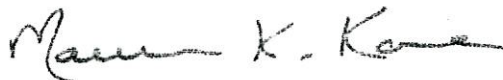
- 101 Local Government Overview: 2 hours
 - 102 Municipal Clerk Profession: 5 hours
 - 103 Management Skills: 4 hours
 - 107 Clerk's Role in Emergency/Crisis Management: 3 hours
- Total "A" Courses: 14 hours

"B" Courses

- 104 Influencing Others: 5 hours
 - 105 Communication Skills: 5 hours
 - 106 Ethics and Personal Values: 3 hours
- Total "B" Courses: 13 hours

It has been an honor to provide professional and personal training to Municipal Clerks. I hope you enjoyed the experience as much as I enjoyed having you participate in the program.

Sincerely,



Maureen K. Kane
Institute Director

CERTIFICATE OF COMPLETION

SOUTHERN CALIFORNIA CITY CLERKS ASSOCIATION

SCCCA GENERAL MEETING, HUNTINGTON BEACH

THIS CERTIFIES THAT

Susan Domen

HAS COMPLETED THE FOCUSED EDUCATION

THE EMERGING CITY CLERK

BRANDING AND MARKETING OUR PROFESSION

IN A NEW ERA OF LOCAL GOVERNANCE

AND IS ENTITLED TO 0.5 POINTS FOR CMC OR MMC CERTIFICATION


Joan L. Flynn, President, SCCCA

September 25, 2009

Education Date

Certificate Of Attendance

is presented to

For Successful Completion of 6 Hours of Training at the

2010 MUNICIPAL ELECTION WORKSHOP

November 13, 2009, La Mirada, California



**Scott Martin, President/CEO
Martin & Chapman Co.**

Orange County Chapter of ARMA International

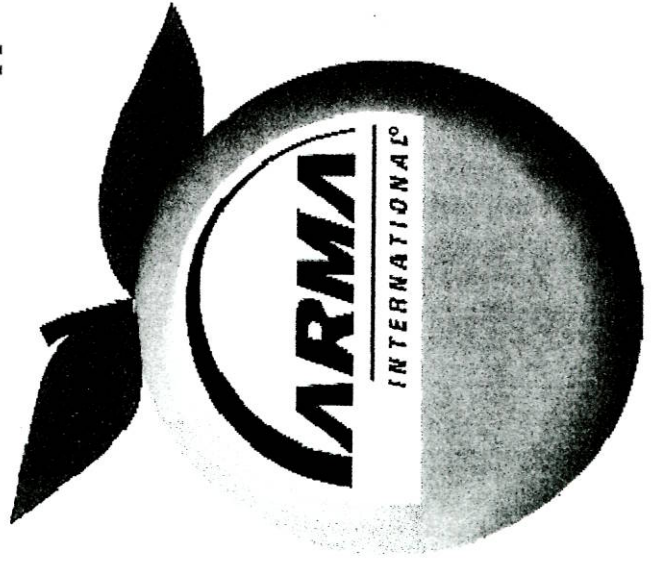
Certificate of Completion

This Certifies that:

Susan M. Domen
Deputy City Clerk, City of Downey

Completed an Education Program offered by the
Orange County Chapter of ARMA International
Held on April 16, 2009 at the City of Garden Grove, California

**Program Name: Electronic Records Training: Taking your RIM Program into Court, Program Compliance;
Electronic Support – An Electronic Risk Control Plan; Interactive Mock Trial Session**



Rollin Fortier, Chapter President
Orange County Chapter, ARMA International

By signing below, I certify that I attended 6.5 hours in the above referenced program.


Signature of Attendee

Continuing Education for Public Officials

This is to certify that

Susan Domen

has successfully completed phase one (40 hours) of the
three-phase Leadership and Professional Development Program
this 20th day of August, 2010.


Maureen K. Kane
Maureen Kane
CEPO Executive Director

Pamela Miller
Pamela Miller
CEPO Program Director

CERTIFICATE OF COMPLETION

SOUTHERN CALIFORNIA CITY CLERKS ASSOCIATION

SCCCA GENERAL MEETING, SIGNAL HILL

This certifies that

SUSAN DOMEN

HAS COMPLETED THE FOCUSED EDUCATION

CRISIS AT CITY HALL: PLANNING AHEAD CAN MAKE THE DIFFERENCE

AND IS ENTITLED TO .75 POINT FOR CMC OR MMC CERTIFICATION



Juana I. Lauer, MMC
President, SCCCA

November 18, 2010

Education Date

ARMA International Web Seminar Certificate of Completion

Awarded to

Susan Domen

How to Develop a Document and Records Management Strategy
10/1/2010

Certification Maintenance Program
ICRM Maintenance Credits: 1.00
Event Code: WSNS2383

Marilyn Bier

Marilyn Bier, CAE
ARMA International Executive Director



ARMA International Web Seminar Certificate of Completion

Awarded to

Susan Domen

Achieving Information Compliance Through Consistency
10/1/2010

Certification Maintenance Program
ICRM Maintenance Credits: 1.00
Event Code: WSNS2509


Marilyn Bler, CAE
ARMA International Executive Director



State of California

SECRETARY OF STATE

I, DEBRA BOWEN, Secretary of State, in the name and by the authority of the People of the State of California, do appoint and commission

SUSAN M. DOMEN

Notary Public of the State of California

Commission Number: 1902109

Term commencing September 27, 2010 and ending September 26, 2014 with the principal place of business in the county of LOS ANGELES.



IN WITNESS WHEREOF, I execute this certificate and affix the GREAT SEAL of the State of California this 27th day of August 2010.

Debra Bowen
Secretary of State



League of California Cities

1400 K Street, 4th Floor • Sacramento, CA 95814 • 916/658-8200

Certificate of Completion

Course/Session: City Clerk's New Law and Elections Seminar

Location: Long Beach, California

Dates: Nov. 30 - Dec. 2, 2011

This program has been approved by the International Institute of Municipal Clerks (IIMC) for points towards either CMC or MMC designations.

CMC Education/Experience Municipal Clerks Conferences 3.07 points

MMC Advanced Education or Professional/Social Contribution 3.07 points

Please retain this certificate as proof of attendance for consideration of CMC/MMC points.

City Clerk's New Law and Elections Seminar
Nov. 30 – Dec. 2, 2011
Long Beach, California

By signing below, I certify that I participated in the 2011 New Law and Elections Seminar

City/Special District Clerk Signature

City of Burbank

City/Agency Title



Los Angeles County REGISTRAR-RECORDER/COUNTY CLERK

Certificate of Completion

Deputy Registrar Certification Training

This is to certify that

Susan Domen

has successfully completed the DEPUTY REGISTRAR of VOTERS
Certification Training Program

Dean C. Logan

Dean C. Logan
Registrar-Recorder/County Clerk

Debbie Martin

Debbie Martin
Chief Deputy

Efrain Escobedo

Efrain Escobedo
Executive Liaison

Los Angeles Valley College
Community Services Department

Certificate of Completion

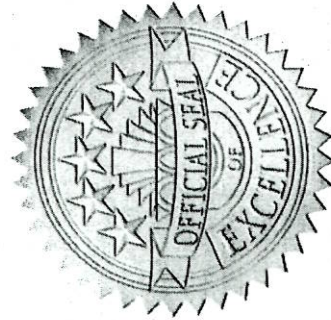
this is to certify that

Susan Domen

has successfully completed the course entitled
**Fundamentals of Supervision and
Management**

Course Completion Date: June 6, 2011

This student received a total of 24 hours of training



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS



This certifies that

Susan Domen, CMC

completed the educational requirements for IIMC's
2012 Study Abroad Program – South Africa on November 7, 2011.

Jennifer Ward

Associate Director of Education

CMC Education or MMC Advanced Education: 7.75 points